


Inter-Office  
MEMORANDUM

DEPARTMENT OF PUBLIC SAFETY

No. \_\_\_\_\_

Suspense: \_\_\_\_\_


May 4, 2017

TO: ALL CONCERNED  
FROM:   
Nolan P. Espinda, Director  
SUBJECT: **AMENDMENTS TO COR.14.08: EDUCATION PROGRAM  
OPERATIONS MANUAL**

The following are the significant changes to COR.14.08, effective May 4, 2017:

- 1) In Section 2.0, changed Reference section to References and Forms, and renumbered subsequent sections.
- 2) Updated references to delete references which are no longer relevant.
- 3) Modified numbering so that numbering is consistent and sequential.
- 4) Modified formatting so that it is consistent with other policies.
- 5) Other minor grammar changes.

If you require any clarification, please contact Shelley Nobriga at 808-587-1262 or [shelley.d.nobriga@hawaii.gov](mailto:shelley.d.nobriga@hawaii.gov). COR.14.08 is to take effect on May 4, 2017.

	<b>DEPARTMENT OF PUBLIC SAFETY</b>  <b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>		<b>EFFECTIVE DATE:</b> <b>May 4, 2017</b>	<b>POLICY NO.:</b> <b>COR.14.08</b>
			<b>SUPERSEDES (Policy No. &amp; Date):</b> <b>COR.14.08 &amp; 03/20/2009</b>	
	<b>SUBJECT:</b> <b>EDUCATION PROGRAM OPERATIONS MANUAL</b>			<b>Page 1 of 4</b>

## 1.0 PURPOSE

To provide guidelines for the development and maintenance of an operations manual that will govern the education programs at each correctional facility.

## 2.0 REFERENCES AND FORMS

### .1 References

- a. Hawaii Revised Statutes (HRS), § 26-14.6, Department of Public Safety.
- b. HRS § 353-6(4), Establishment of Community Correctional Centers.
- c. HRS § 353C-2, Director of Public Safety; Powers and Duties.
- d. U.S. Department of Education Office of Elementary and Secondary Education Compensatory Education Program, Chapter 1 Policy Manual State Agency for Neglected or Delinquent Children, December 1991.

## 3.0 DEFINITIONS

- .1 Distance Learning: A means of instruction through which inmate students may interact with one or more instructors at a designated location outside the correctional facility by means of an interactive cable network, electronic data transmission, or correspondence.
- .2 Education Program: An academic or career and technical program guided by the approved curriculum and qualified instructor.
- .3 MOA: Memorandum of Agreement.
- .4 Operations Manual: A collection of policies, procedures, directives, rules, and standards to be followed by the education section within a correctional institution.

## 4.0 POLICY

To ensure uniform management of the academic and career and technical programs within all correctional institutions, an operations manual shall be established to govern these programs. The Department of Public Safety Education

**NOT CONFIDENTIAL**

COR P & P	SUBJECT:  EDUCATION PROGRAM OPERATIONS MANUAL	POLICY NO.: COR.14.08
		EFFECTIVE DATE: May 4, 2017
		Page 2 of 4

Program Operations Manual shall be the official operating and reference guideline for all the correctional facility's academic and career and technical programs. The education program supervisors at each correctional facility shall be responsible for developing and maintaining their academic/career and technical program in accordance with the standards established in this manual.

## 5.0 PROCEDURE

- .1 The Education Program supervisor shall develop, maintain, and update their operations manual according to the following arrangement:
  - a. Section 1
    - 1) Education Program Mission Statement/Program Goals.
  - b. Section 2
    - 1) Current list of full -time staff and their duties.
    - 2) Current list of part-time contract staff and Position Descriptions and, if applicable, their agencies' MOA.
  - c. Section 3
    - 1) Current list of classes offered.
  - d. Section 4
    - 1) Hours of Operation
      - a) Staff
      - b) Instruction
  - e. Section 5
    - 1) General Office Procedures
      - a) Sign-in
      - b) Sick Call

**NOT CONFIDENTIAL**

COR P & P	SUBJECT:  <b>EDUCATION PROGRAM OPERATIONS MANUAL</b>	POLICY NO.: <b>COR.14.08</b>
		EFFECTIVE DATE: <b>May 4, 2017</b>
		<b>Page 3 of 4</b>

- c) Telephone
- d) Photocopying
- e) Filing
- f) Mail
- g) Forwarding Records

f. Section 6

1) Inmate Services Procedures

- a) Program Request Forms
- b) Academic and career and technical assessment
- c) Program standards for on-going evaluation
- d) Testing/assessment procedures
- e) Drop/add request forms
- f) Absenteeism
- g) Student records
- h) Employability skills
- i) Career and technical education
- j) Correspondence courses
- k) On-line courses
- l) Career counseling
- m) Distance learning
- n) Blended courses (both computer and web-based courses)

**NOT CONFIDENTIAL**

COR P & P	SUBJECT:  EDUCATION PROGRAM OPERATIONS MANUAL	POLICY NO.: COR.14.08
		EFFECTIVE DATE: May 4, 2017
		Page 4 of 4

- g. Section 7
    - 1) Meetings
  - h. Section 8
    - 1) Security Procedures
  - i. Section 9
    - 1) Education Services Branch Policies and Procedures
  - j. Section 10
    - 1) Policies and procedures related to the operation of the education program at individual facilities.
- .2 All information in this manual will be kept current.
- .3 The operations manual will be reviewed by the Education Program Supervisor and the Warden annually.

## 5.0 SCOPE

This policy applies to all corrections education programs in the State of Hawaii.

APPROVAL RECOMMENDED:

 May 4, 2017  
Deputy Director for Corrections Date

APPROVED:

 May 4, 2017  
Director Date

**NOT CONFIDENTIAL**